

3 Special Services

310 Certificate of Mailing

311 Description

Certificates of mailing furnish evidence of mailing only. A receipt is not obtained on delivery of the mail to the addressee. The fee paid for certificates of mailing does not insure the item against loss or damage.

312 Availability

Customers can purchase a certificate of mailing when they send unregistered letter-post, post/postal cards, matter for the blind, and uninsured parcel post or require a duplicate of an original certificate that pertained to a previously mailed item. A certificate of mailing cannot be obtained in combination with registered mail, insured parcel post, recorded delivery, or bulk mailings of 200 pieces or more that bear a permit imprint.

313 Fees

313.1 Individual Pieces

The fee for certificates of mailing for ordinary letter-post and ordinary parcel post is \$0.75 per piece, whether the item is listed individually on PS Form 3817, *Certificate of Mailing*, or on firm mailing bills. Additional copies of PS Form 3817 or firm mailing bills are available for \$0.75 per page. PS Form 3877, *Firm Mailing Book for Accountable Mail*, or forms printed at the mailer's expense may be used for certificates of three or more pieces of mail of any class presented at one time. If mailer-printed forms are used instead of PS Form 3877, these forms must contain, at a minimum, the same information as PS Form 3877. The fee is \$0.25 per article.

313.2 Bulk Pieces

Identical pieces of ordinary letter-post mail that are paid for with regular postage stamps, precanceled stamps, or meter stamps are subject to the following certificate of mailing fees:

Up to 1,000 pieces	\$3.50
Each additional 1,000 pieces or fraction	0.40
Duplicate copy	0.75

314 Processing Requests

314.1 Forms

314.11 Postal Service Forms

The forms used for domestic mail are also used for international mail (see DMM S914).

314.12 Treasury Department Forms

- a. The sender may receive a certificate of mailing on Treasury Department (Internal Revenue) Forms P.T. 26, 27-A, or 550, certifying that the sender has waived the right to withdraw the item from the mail. The certificate of mailing fees apply to these forms.
- b. Post offices may also certify, on Customs Form 4455, *Certificate of Registration*, the exportation by mail of items sent abroad for alteration, repair, or replacement (see 713.43). The certificate of mailing fees apply to each completed form.

314.13 Agriculture Department Forms

Certain certificates or permits are required for the exportation of dried whole eggs and for tobacco seeds and plants. For procedures and fees, see 550 and 560, respectively.

314.2 Preparation

314.21 Sender's Responsibility

Sender must:

- a. Prepare certificate as prescribed in DMM S914.
- b. Use a typewriter, ink, or ballpoint pen.
- c. Affix postage stamps or postage meter stamps *to the certificate* to cover fees or purchase a postage validation imprinter (PVI) label to be affixed by the accepting clerk.
- d. If certificate is an additional one for the same item, endorse it "DUPLICATE" or "COPY."
- e. Return certificate to the accepting clerk.

314.22 **Accepting Clerk's Responsibility**

Accepting clerk must:

- a. Make sure that the form has been properly completed and that the correct amount of postage has been affixed.
- b. Cancel the stamps with a postmark showing the current date.
- c. Sign the Treasury Department forms described in 314.12.

Note: This is the only instance in which certification requires signatures or initials of postal employees.

- d. Return the form to the sender.

Exception: Permits for mailing tobacco seeds and tobacco plants are retained by the post office and forwarded to the Agriculture Department (see 560).

320 Insurance

321 **Description**

Insurance affords a means of coverage against loss, rifling, or damage to parcel post. Compensation is payable at various levels, according to the fee paid.

322 **Availability**

Insurance is available only for parcel post and only to certain countries. See Individual Country Listings. Insurance is not available for letter-post items.

323 **Fees and Insured Value**

323.1 **Insurance Fees**

The insurance fee is in addition to postage and other applicable fees. See Individual Country Listings.

323.2 **Insured Value**

323.21 **Maximum**

The insured value (insurance coverage) of a parcel may not be more than the maximum allowed for the country of destination. See Individual Country Listings.

323.22 **Insured Value vs. Declared Value**

The insured value (insurance coverage) of a parcel may not be more than the declared value of the contents. However, insured value may be less than declared value, depending on the wish of the sender.

323.23 Computation

The insurance fee is based on the insured value.

324 Processing Requests**324.1 Mailing Receipt and Insurance Number****324.11 General Use**

All international parcels *must* be numbered. PS Form 3813-P, *Receipt for Insured Mail — Domestic-International* (label), provides a numbered insurance label for the parcel and an identically numbered mailing receipt for the sender. The receipt is issued to the sender as proof of mailing and proof of payment of insurance fee. For volume mailers, use PS Form 3877, *Firm Mailing Book for Accountable Mail*, as sender's receipt. Only labels printed by the Postal Service may be used on international insured mail.

324.12 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Tear off the numbered insurance label and affix it to the parcel close to the address.
- b. Complete the receipt part of PS Form 3813-P to show city and country of destination, postage, insured value (insurance coverage), and insurance fee; the special handling and/or return receipt fees (if applicable); and total charge, and check special contents indication (fragile, liquid, perishable), if applicable.
- c. Postmark and initial the receipt and issue it to the sender.
- d. For federal government official parcels (see 143.1) presented for insurance, indicate the amount of the fee, according to the authorized amount of insurance requested.

324.13 Sender's Responsibility

Sender should enter name and address of addressee on mailing receipt and retain it. The receipt must be submitted if the sender wishes to make an inquiry about, or file a claim for, an insured parcel (see Chapter 9).

324.2 Marking

324.21 Sender's Responsibility

Sender must:

- a. Mark parcels containing fragile or perishable articles with the appropriate endorsement; e.g., "FRAGILE," "PERISHABLE," or "GLASS," etc.
- b. Enter the insured amount in U.S. currency (figures only) in the appropriate space on the customs declaration.

324.22 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Indicate on the parcel the amount for which the parcel is insured. The amount must be written in ink and expressed in U.S. currency (figures) and special drawing rights (SDR) values. Indicate the SDR values in figures only. For example:

INSURED VALUE
\$100 (U.S.)
72.86 SDR

- b. See [Exhibit 324.22](#) for an SDR conversion table for all U.S. dollar values up to \$600. To determine SDR equivalents above \$600, the acceptance employee must multiply the insured amount, rounded up to the next full dollar, by the conversion factor 0.7286.

Note: The conversion of U.S. dollars into SDR equivalents is based on the following formulas:

1 SDR = \$1.37 (1.3725) 1 U.S.\$ = 0.7286 SDR

- c. Enter the insured number, insured amount, and SDR equivalent on PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*.

Exhibit 324.22 (p. 1)

Conversion Table: U.S. Dollars to Special Drawing Rights (SDRs)

1 US \$ = 0.7286 SDR

1 SDR = \$1.37 [\$1.3725]

US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR
1	0.7286	51	37.1586	101	73.5886	151	110.0186	201	146.4486	251	182.8786
2	1.4572	52	37.8872	102	74.3172	152	110.7472	202	147.1772	252	183.6072
3	2.1858	53	38.6158	103	75.0458	153	111.4758	203	147.9058	253	184.3358
4	2.9144	54	39.3444	104	75.7744	154	112.2044	204	148.6344	254	185.0644
5	3.6430	55	40.0730	105	76.5030	155	112.9330	205	149.3630	255	185.7930
6	4.3716	56	40.8016	106	77.2316	156	113.6616	206	150.0916	256	186.5216
7	5.1002	57	41.5302	107	77.9602	157	114.3902	207	150.8202	257	187.2502
8	5.8288	58	42.2588	108	78.6888	158	115.1188	208	151.5488	258	187.9788
9	6.5574	59	42.9874	109	79.4174	159	115.8474	209	152.2774	259	188.7074
10	7.2860	60	43.7160	110	80.1460	160	116.5760	210	153.0060	260	189.4360
11	8.0146	61	44.4446	111	80.8746	161	117.3046	211	153.7346	261	190.1646
12	8.7432	62	45.1732	112	81.6032	162	118.0332	212	154.4632	262	190.8932
13	9.4718	63	45.9018	113	82.3318	163	118.7618	213	155.1918	263	191.6218
14	10.2004	64	46.6304	114	83.0604	164	119.4904	214	155.9204	264	192.3504
15	10.9290	65	47.3590	115	83.7890	165	120.2190	215	156.6490	265	193.0790
16	11.6576	66	48.0876	116	84.5176	166	120.9476	216	157.3776	266	193.8076
17	12.3862	67	48.8162	117	85.2462	167	121.6762	217	158.1062	267	194.5362
18	13.1148	68	49.5448	118	85.9748	168	122.4048	218	158.8348	268	195.2648
19	13.8434	69	50.2734	119	86.7034	169	123.1334	219	159.5634	269	195.9934
20	14.5720	70	51.0020	120	87.4320	170	123.8620	220	160.2920	270	196.7220
21	15.3006	71	51.7306	121	88.1606	171	124.5906	221	161.0206	271	197.4506
22	16.0292	72	52.4592	122	88.8892	172	125.3192	222	161.7492	272	198.1792
23	16.7578	73	53.1878	123	89.6178	173	126.0478	223	162.4778	273	198.9078
24	17.4864	74	53.9164	124	90.3464	174	126.7764	224	163.2064	274	199.6364
25	18.2150	75	54.6450	125	91.0750	175	127.5050	225	163.9350	275	200.3650
26	18.9436	76	55.3736	126	91.8036	176	128.2336	226	164.6636	276	201.0936
27	19.6722	77	56.1022	127	92.5322	177	128.9622	227	165.3922	277	201.8222
28	20.4008	78	56.8308	128	93.2608	178	129.6908	228	166.1208	278	202.5508
29	21.1294	79	57.5594	129	93.9894	179	130.4194	229	166.8494	279	203.2794
30	21.8580	80	58.2880	130	94.7180	180	131.1480	230	167.5780	280	204.0080
31	22.5866	81	59.0166	131	95.4466	181	131.8766	231	168.3066	281	204.7366
32	23.3152	82	59.7452	132	96.1752	182	132.6052	232	169.0352	282	205.4652
33	24.0438	83	60.4738	133	96.9038	183	133.3338	233	169.7638	283	206.1938
34	24.7724	84	61.2024	134	97.6324	184	134.0624	234	170.4924	284	206.9224
35	25.5010	85	61.9310	135	98.3610	185	134.7910	235	171.2210	285	207.6510
36	26.2296	86	62.6596	136	99.0896	186	135.5196	236	171.9496	286	208.3796
37	26.9582	87	63.3882	137	99.8182	187	136.2482	237	172.6782	287	209.1082
38	27.6868	88	64.1168	138	100.5468	188	136.9768	238	173.4068	288	209.8368
39	28.4154	89	64.8454	139	101.2754	189	137.7054	239	174.1354	289	210.5654
40	29.1440	90	65.5740	140	102.0040	190	138.4340	240	174.8640	290	211.2940
41	29.8726	91	66.3026	141	102.7326	191	139.1626	241	175.5926	291	212.0226
42	30.6012	92	67.0312	142	103.4612	192	139.8912	242	176.3212	292	212.7512
43	31.3298	93	67.7598	143	104.1898	193	140.6198	243	177.0498	293	213.4798
44	32.0584	94	68.4884	144	104.9184	194	141.3484	244	177.7784	294	214.2084
45	32.7870	95	69.2170	145	105.6470	195	142.0770	245	178.5070	295	214.9370
46	33.5156	96	69.9456	146	106.3756	196	142.8056	246	179.2356	296	215.6656
47	34.2442	97	70.6742	147	107.1042	197	143.5342	247	179.9642	297	216.3942
48	34.9728	98	71.4028	148	107.8328	198	144.2628	248	180.6928	298	217.1228
49	35.7014	99	72.1314	149	108.5614	199	144.9914	249	181.4214	299	217.8514
50	36.4300	100	72.8600	150	109.2900	200	145.7200	250	182.1500	300	218.5800

Exhibit 324.22 (p. 2)

Conversion Table: U.S. Dollars to Special Drawing Rights (SDRs)

US \$	SDR										
301	219.3086	351	255.7386	401	292.1686	451	328.5986	501	365.0286	551	401.4586
302	220.0372	352	256.4672	402	292.8972	452	329.3272	502	365.7572	552	402.1872
303	220.7658	353	257.1958	403	293.6258	453	330.0558	503	366.4858	553	402.9158
304	221.4944	354	257.9244	404	294.3544	454	330.7844	504	367.2144	554	403.6444
305	222.2230	355	258.6530	405	295.0830	455	331.5130	505	367.9430	555	404.3730
306	222.9516	356	259.3816	406	295.8116	456	332.2416	506	368.6716	556	405.1016
307	223.6802	357	260.1102	407	296.5402	457	332.9702	507	369.4002	557	405.8302
308	224.4088	358	260.8388	408	297.2688	458	333.6988	508	370.1288	558	406.5588
309	225.1374	359	261.5674	409	297.9974	459	334.4274	509	370.8574	559	407.2874
310	225.8660	360	262.2960	410	298.7260	460	335.1560	510	371.5860	560	408.0160
311	226.5946	361	263.0246	411	299.4546	461	335.8846	511	372.3146	561	408.7446
312	227.3232	362	263.7532	412	300.1832	462	336.6132	512	373.0432	562	409.4732
313	228.0518	363	264.4818	413	300.9118	463	337.3418	513	373.7718	563	410.2018
314	228.7804	364	265.2104	414	301.6404	464	338.0704	514	374.5004	564	410.9304
315	229.5090	365	265.9390	415	302.3690	465	338.7990	515	375.2290	565	411.6590
316	230.2376	366	266.6676	416	303.0976	466	339.5276	516	375.9576	566	412.3876
317	230.9662	367	267.3962	417	303.8262	467	340.2562	517	376.6862	567	413.1162
318	231.6948	368	268.1248	418	304.5548	468	340.9848	518	377.4148	568	413.8448
319	232.4234	369	268.8534	419	305.2834	469	341.7134	519	378.1434	569	414.5734
320	233.1520	370	269.5820	420	306.0120	470	342.4420	520	378.8720	570	415.3020
321	233.8806	371	270.3106	421	306.7406	471	343.1706	521	379.6006	571	416.0306
322	234.6092	372	271.0392	422	307.4692	472	343.8992	522	380.3292	572	416.7592
323	235.3378	373	271.7678	423	308.1978	473	344.6278	523	381.0578	573	417.4878
324	236.0664	374	272.4964	424	308.9264	474	345.3564	524	381.7864	574	418.2164
325	236.7950	375	273.2250	425	309.6550	475	346.0850	525	382.5150	575	418.9450
326	237.5236	376	273.9536	426	310.3836	476	346.8136	526	383.2436	576	419.6736
327	238.2522	377	274.6822	427	311.1122	477	347.5422	527	383.9722	577	420.4022
328	238.9808	378	275.4108	428	311.8408	478	348.2708	528	384.7008	578	421.1308
329	239.7094	379	276.1394	429	312.5694	479	348.9994	529	385.4294	579	421.8594
330	240.4380	380	276.8680	430	313.2980	480	349.7280	530	386.1580	580	422.5880
331	241.1666	381	277.5966	431	314.0266	481	350.4566	531	386.8866	581	423.3166
332	241.8952	382	278.3252	432	314.7552	482	351.1852	532	387.6152	582	424.0452
333	242.6238	383	279.0538	433	315.4838	483	351.9138	533	388.3438	583	424.7738
334	243.3524	384	279.7824	434	316.2124	484	352.6424	534	389.0724	584	425.5024
335	244.0810	385	280.5110	435	316.9410	485	353.3710	535	389.8010	585	426.2310
336	244.8096	386	281.2396	436	317.6696	486	354.0996	536	390.5296	586	426.9596
337	245.5382	387	281.9682	437	318.3982	487	354.8282	537	391.2582	587	427.6882
338	246.2668	388	282.6968	438	319.1268	488	355.5568	538	391.9868	588	428.4168
339	246.9954	389	283.4254	439	319.8554	489	356.2854	539	392.7154	589	429.1454
340	247.7240	390	284.1540	440	320.5840	490	357.0140	540	393.4440	590	429.8740
341	248.4526	391	284.8826	441	321.3126	491	357.7426	541	394.1726	591	430.6026
342	249.1812	392	285.6112	442	322.0412	492	358.4712	542	394.9012	592	431.3312
343	249.9098	393	286.3398	443	322.7698	493	359.1998	543	395.6298	593	432.0598
344	250.6384	394	287.0684	444	323.4984	494	359.9284	544	396.3584	594	432.7884
345	251.3670	395	287.7970	445	324.2270	495	360.6570	545	397.0870	595	433.5170
346	252.0956	396	288.5256	446	324.9556	496	361.3856	546	397.8156	596	434.2456
347	252.8242	397	289.2542	447	325.6842	497	362.1142	547	398.5442	597	434.9742
348	253.5528	398	289.9828	448	326.4128	498	362.8428	548	399.2728	598	435.7028
349	254.2814	399	290.7114	449	327.1414	499	363.5714	549	400.0014	599	436.4314
350	255.0100	400	291.4400	450	327.8700	500	364.3000	550	400.7300	600	437.1600

324.3 Postmarking

- a. Postmark item at the time of acceptance, showing the full name of post office, two-letter state abbreviation and ZIP Code, if authorized, and the date of mailing.
- b. Postmark at all breaks (cuts or torn edges) of any gummed-paper strips used in sealing parcels.

324.4 Sealing

All insured parcels must be sealed.

324.5 Return Receipt

Return receipts may be purchased for insured parcels to all countries with which insurance agreements are in force, except Canada (see 340).

325 Indemnity Claims and Payments

Sender must submit mailing receipt to make an inquiry or file a claim (see Chapter 9).

Note: For detailed information concerning indemnity claims and payments for lost, rifled, or damaged insured parcels, see 930.

330 Registered Mail

331 Description

Customers may register mail for additional protection and security in dispatch, conveyance, and delivery. For each registered item, a mailing receipt is issued by the office of mailing, and a record of delivery is maintained at the office of destination. Indemnity limits are much lower for registered mail than for insured mail and do not extend uniformly to damage or rifling of contents. Registered mail is handled separately from all other mail, and records are kept by registry number. In post offices, registered mail is kept in a secure area to which only authorized employees are permitted.

332 Availability

Customers can purchase registered mail service when they send letter-post, post/postal cards, and matter for the blind. Registered mail service is not available in combination with parcel post or M-bags to one addressee. See Individual Country Listings for country-specific prohibitions and restrictions on registered mail service usage.

333 Fees and Indemnity Limits

333.1 Registration Fees

The registry fee for all countries is \$7.25.

Exception: See the Individual Country Listing for [Canada](#).

333.2 Indemnity Limit

Irrespective of the declared value of a registered item, the maximum amount of indemnity that is payable for loss, damage, or rifling is \$40.45.

Exception: There is a \$1,000 indemnity limit for registered items that are mailed to Canada, except for those that contain banknotes (cash), which are subject to a \$200 indemnity limit.

334 Processing Requests

334.1 Mailing Receipt and Registration Number

334.11 General Use

A receipt is issued for registered mail when it is accepted. For individual transactions, PS Form 3806, *Receipt for Registered Mail*, is used. When an average of three or more items are presented for registration at one time, PS Form 3877, *Firm Mailing Book for Accountable Mail*, may be used (see DMM S911.3.8). The registered number is determined by Label 200, *Registered Mail*, a preprinted, self-adhesive label with a number series of nine digits preceded by a Service Type Code of two alpha characters and followed by the Country Code of two alpha characters "US." Only labels printed by the Postal Service may be used on international registered mail.

334.12 Sender's Responsibility

Sender must:

- a. Enter the name and address of addressee on the mailing receipt before presenting the item for registration.
- b. Declare the *full* value of mail presented for registration.
- c. The sender should retain the receipt and must submit it if he or she subsequently wishes to make an inquiry about, or file a claim for, the registered item (see Chapter 9).

334.13 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Affix a Label 200, *Registered Mail*, to the item in the lower left corner of the address side and enter the number in ink on the mailing receipt.
- b. If requested by the sender, show on the mailing receipt and on the post office record the time the item was accepted for mailing.
- c. Enter the registration fee and postage, plus special delivery, return receipt, and/or restricted delivery fee, if applicable, on the receipt.

- d. Endorse mailing receipt "OFFICIAL PAID" or "OFF. PD." when federal government official mail is registered pursuant to 143.1.

334.2 **Marking**

The accepting clerk must enter the following endorsements and special markings on each registered item:

- a. Affix Label 200 as noted above. All registered mail of U.S. origin must bear a Label 200.
- b. Place airmail Label 19-A or Label 19-B or the words "PAR AVION" on registered items prepaid for air, if the sender has failed to do this.
- c. Endorse the item for special services requested by the sender.

334.3 **Postmarking**

334.31 **Placement**

Postmark registered items twice on the back, on the crossing of the upper and lower flaps. If return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Items sealed on the address side must be postmarked on the address side.

334.32 **Registered Matter for the Blind**

Postmark registered matter for the blind on the address side.

334.4 **Sealing**

334.41 **Sender's Responsibility**

Senders must securely seal letter-post items presented for registration. Wax or paper seals on envelopes must bear a distinctive mark of the sender and must be affixed in such a way as to allow sufficient space at the intersections of the flaps for postmarking. Self-sealing envelopes and items that appear to have been opened and resealed may not be registered.

334.42 **Registered Matter for the Blind**

Registered matter for the blind must *not* be sealed.

334.5 **Return Receipt and Restricted Delivery**

Return receipts and restricted delivery can be purchased for registered items to most countries. (See 340 and 350 and Individual Country Listings.)

335 **Indemnity Claims and Payments**

Sender must submit mailing receipt to make an inquiry or file a claim (see Chapter 9).

Note: For detailed information concerning indemnity claims and payments for registered items that are lost, rifled, or damaged, see 930.

340 Return Receipt

341 Description

PS Form 2865, *Return Receipt for International Mail (Avis de Reception)*, is a *pink* card that is attached to a registered or insured item and to Global Express Mail to certain countries (see 221.4) at the time of mailing, and which is removed and signed at the point of delivery and returned to sender. It provides the sender with evidence of delivery. Return receipts are completed in the country of destination in accordance with its internal regulations, which may not require the addressee's signature except under special circumstances. These receipts are returned to sender by airmail.

342 Availability

Return receipts can be purchased *only* at the time of mailing and are available *only* for registered, insured, or recorded delivery mail. Return receipts are available to a limited number of countries for Global Express Mail (see 221.4). A few countries do not admit return receipts and many restrict them to registered mail. See Individual Country Listings.

343 Fee

The fee for a return receipt is \$1.50, and must be paid in addition to postage and other applicable charges. Return receipt service is available at no additional charge for Global Express Mail to certain countries.

Note: Include the weight of the return receipt when determining the postage for mailing the item.

344 Processing Requests

344.1 Form

344.11 Sender's Responsibility

Sender must record return address on the return receipt.

344.12 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Record return receipt fee on insured or registered mailing receipt.
- b. Record address of addressee on return receipt.
- c. Attach return receipt to item.
- d. Affix and cancel postage equal to the sum of the return receipt fee, postage, and other applicable fees.

344.2 Marking

Accepting clerk must mark address side of item either "AVIS DE RECEPTION" or "A."

344.3 Confirmation of Delivery After Mailing

A sender may request confirmation of delivery for registered or insured mail, within 1 year after mailing, by presenting the mailing receipt and filing an inquiry (see 922.1 and 922.2).

344.4 Return Receipt Improperly Completed or Not Received

If the sender does not receive a return receipt for which a fee was paid, or if the sender receives an improperly completed return receipt, an inquiry should be filed. See 927 and 928 for applicable inquiry procedures.

350 Restricted Delivery

351 Description**351.1 General**

Restricted delivery is a service that generally limits who may receive an item. The details of the service, however, are governed by the internal legislation of the destination country. Some countries will deliver only to the addressee in person and will obtain that person's signature on the receipt. Other countries may permit delivery to agents of the addressee and/or require only the signature of a postal official on the return receipt.

351.2 Undeliverable Mail

If the country of destination is unable to deliver the item in accordance with its regulations, it will be returned as undeliverable.

352 Availability

Restricted delivery is available *only*:

- a. At time of mailing.
- b. For registered items or recorded delivery.
- c. If accompanied by a return receipt (see 340).
- d. To certain countries. See Individual Country Listings.

353 Fee

Fee is \$3.20 and is in addition to postage and other applicable fees.

354 Processing Requests

354.1 Marking

Sender must endorse item "A REMETTRE EN MAIN PROPRE" or the equivalent in a language known in the destination country. Endorsement should be located on the address side below the return address.

354.2 Postage

Accepting clerk must affix and cancel postage equal to the sum of the restricted delivery fee, regular postage, and other fees.

360 Recorded Delivery

361 Description

Recorded delivery is the international service equivalent of domestic certified mail. It provides the mailer with a numbered mailing receipt, and affords the opportunity to obtain confirmation of delivery through the purchase of a separate return receipt for an additional fee (see 342). The originating post office does *not* maintain a mailing record for recorded delivery service items. However, the destination post office is required to retain a record of delivery for each recorded delivery service item that is tendered to an addressee.

362 Availability

Recorded delivery service is available in conjunction with the mailing of letter-post items, post/postal cards, aerogrammes, matter for the blind, and M-bags. Recorded delivery is not available to all countries. See the Individual Country Listing.

363 Recorded Delivery Fee

The recorded delivery fee is \$1.90 and is in addition to postage and other special service fees, if applicable.

364 Processing Requests

364.1 General Use

PS Form 8099, *Receipt for Recorded Delivery*, is used for recorded delivery. Only labels printed by the Postal Service may be used on recorded delivery mail.

364.2 Marking**364.21 Sender's Responsibility**

The sender must prepare PS Form 8099, *Receipt for Recorded Delivery*, and place it on the address side, above the address and to the right of the return address; or for cards, above the address in such a way as not to affect address legibility and postage. Add the endorsement "A REMETTRE EN MAIN PROPRES" (or the equivalent in a language known in the country of destination) in bold letters when the mailpiece is to be delivered to the addressee in person (restricted delivery). Request a return receipt at the time of mailing, if one is desired. Complete PS Form 2865 at the time of mailing to request a return receipt or to request restricted delivery.

364.22 Accepting Clerk's Responsibility

Verify that the PS Form 8099 has been properly completed and that the correct fee and amount of postage have been affixed; postmark the receipt, and return it to the mailer.

364.3 Where to Mail

Customers may mail recorded delivery items at a post office, station, or branch. They may also deposit the item in street letterboxes, if a post office receipt is not desired.

364.4 Return Receipt and Restricted Delivery

Return receipts and restricted delivery service may be purchased for recorded delivery items to all countries with which restricted delivery service is available. (See 350 for restricted delivery service.) If a return receipt is requested, the sender's complete return address must be placed on the mailpiece.

370 Supplemental Services

371 International Money Orders**371.1 Description****371.11 General**

International postal money order service is available to transfer funds to individuals or firms in countries that have entered into agreements with the United States Postal Service for the exchange of postal money orders. International postal money orders sent by Direct Service may be sent by letter mail or Global Express Mail (EMS).

371.12 Maximum Amount

The maximum amount for a single international postal money order is \$700.

Exception: Money orders may not exceed \$200 when payable in Azerbaijan and Great Britain, \$400 when payable in Norway, and \$500 when payable in El Salvador, Guyana, Mexico, Nigeria, and Senegal. There is no limit on the number of money orders that may be sent to a payee during any time period. There is a limit on the total face value of money orders an individual customer may purchase on any one day (see DMM S020).

371.2 Availability

Postal money orders are exchanged with countries in one of two ways:

- a. *Standard international postal money orders.* This method uses the *Authorization to Issue an International Money Order* form set. See Individual Country Listings.
- b. *Direct international postal money orders.* This method uses the pink *International Postal Money Order Form (MP1)*. The following countries accept this form: Albania, Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guinea, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher (St. Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines, Sierra Leone, and Trinidad and Tobago. Money orders issued by these countries in U.S. dollars, with the exception of Jamaica and Trinidad and Tobago, are negotiable in the United States. There will be no money orders issued in Bolivia, Cape Verde, Dominican Republic, Ecuador, Honduras, Mexico, Nigeria, Panama, and Sierra Leone for payment in the United States. The MP1 cards issued in Japan for payment in the United States *must* be shown in U.S. dollars preceded by the capital letters "USD." Money orders issued in Mali for payment in the United States will be the standard international postal money order.

371.3 **Fees**

There are two fees for international money orders:

- a. The fee for money orders payable in countries that accept the pink *International Postal Money Order Form (MP1)* is \$3.25 per money order. The maximum amount for a single postal money order is \$700, unless otherwise noted in parentheses. These countries are:

Albania	Dominican Republic	Montserrat
Anguilla	Ecuador	Nigeria (\$500)
Antigua and Barbuda	El Salvador (\$500)	Peru
Bahamas	Grenada	St. Christopher
Barbados	Guinea	(St. Kitts) and Nevis
Belize	Guyana (\$500)	St. Lucia
Bolivia	Honduras	St. Vincent and the
British Virgin Islands	Jamaica	Grenadines
Canada	Japan	Sierra Leone
Cape Verde	Mali	Trinidad and Tobago
Dominica	Mexico	

- b. The fee for money orders payable in countries for which application must be made via the Authorization to Issue an International Money Order is \$8.50 per money order. The maximum amount for a single postal money order is \$700, unless otherwise noted in parentheses. These countries are:

Algeria	Great Britain and	Poland
Argentina	Northern Ireland	Reunion
Armenia	(\$200)	St. Bartholomew
Austria	Greece	(Guadeloupe)
Azerbaijan (\$200)	Guadeloupe	St. Martin (French
Bangladesh	Hungary	Guadeloupe)
Belarus	Iceland	St. Pierre and Miquelon
Belgium	Indonesia	San Marino
Benin	Israel	Senegal (\$500)
Botswana	Italy	Slovak Republic
Brazil	Korea, Republic of	(Slovakia)
Burkina Faso	Latvia	Slovenia
Chile	Lesotho	South Africa
China	Liechtenstein	Sri Lanka
Colombia	Lithuania	Suriname
Corsica	Luxembourg	Swaziland
Cote d'Ivoire (Ivory	Malaysia	Sweden
Coast)	Martinique	Switzerland
Croatia	Mexico	Taiwan
Czech Republic	Monaco (France)	Thailand
Denmark	Morocco	Togo
Egypt	Mozambique	Tunisia
Estonia	Namibia	Uruguay
Faroe Islands	Netherlands	Vatican City
France	New Caledonia	Vietnam
French Guiana	Norway (\$400)	Yemen
French Polynesia	Paraguay	Zambia
Ghana	Philippines	Zimbabwe

371.4 Processing Requirements

371.41 Forms Required

371.411 Authorization to Issue an International Money Order

For countries to which standard international money orders are issued, application must be made via the *Authorization to Issue an International Money Order* form set. International money orders are generally issued in U.S. dollars and are converted into foreign currency in the country where payable. For assistance in determining foreign currency equivalents, call the International Money Order Section, St. Louis Accounting Service Center (ASC), at 314-436-5099. The ASC is able to provide approximations of foreign currency equivalents only.

371.412 International Postal Money Order Form (MP1)

Use the pink *International Postal Money Order Form (MP1)* for money orders payable in Albania, Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guinea, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher (St. Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines, Sierra Leone, and Trinidad and Tobago. Follow the issuance procedures in DMM S020.1.0.

Note: For money orders payable in Canada, the amount of the money order must be expressed in U.S. currency only. Issuing clerks must use the money order imprinter in the usual manner, printing the amount received in U.S. currency. Clerks must *not* write the word “Canadian,” followed by the equivalent amount in Canadian currency, on the money order.

371.42 Preparation by Purchaser

371.421 Purchaser's Responsibility

When the pink *International Postal Money Order Form (MP1)* is used to send funds, the purchaser should complete the information requested on both the money order and the customer's receipt. The Postal Service is not liable for money orders that are lost before the purchaser completes this information. Money orders may be made payable to the purchaser, a person or a firm, or a payee by official title. (Example: Director of Publications, Canada.)

371.422 Information Concerning Payee

For international money orders, the purchaser must print all the required information for the purchaser and payee in the “squares” provided on the “Authorization” portion of the *Authorization to Issue an International Money Order* form set. The purpose of the payment may also be stated at the purchaser's discretion.

371.423 International Postal Money Order Form (MP1)

Follow the instructions for preparing domestic money orders in DMM S020.1.0 when using the pink international postal money order form (MP1).

371.43 Preparation by Postal Employee**371.431 International Postal Money Order Form (MP1)**

Follow the instructions for preparing domestic money orders in DMM S020.1.0 when issuing the pink international postal money order form (MP1).

371.432 Authorization to Issue an International Postal Money Order

For the authorization to issue an international money order:

- a. Prepare the imprinter for imprinting the *Authorization to Issue an International Money Order* form set following the applicable procedures for domestic form sets. Verify that the date is correctly set.
- b. Imprint the form set as follows:
 - (1) Imprint the *Authorization to Issue an International Money Order* form set following the procedures applicable to domestic form sets.
 - (2) The amount imprinted on the form set must be stated in U.S. currency.
 - (3) If the purchaser requests the equivalent in the currency of the country of payment, obtain the conversion rate from a local bank or firm that deals in foreign currency. If no such source is available locally, call the International Money Order Section, St. Louis ASC, at 314-436-5099.
 - (4) Advise the customer that the quoted foreign equivalent is only approximate and will not necessarily be the amount paid in the foreign currency.
- c. Complete the transaction as follows:
 - (1) Remove the imprinted form set from the imprinter and snap out the carbons. Do not leave carbons attached to form sets when given to the customer.
 - (2) Move the amount keys back to their asterisk position.
 - (3) Discard the carbons and the stub. Detach the voucher.
 - (4) Verify that all information is clearly imprinted on the "Authorization" part, and that the date, office number, and amount are correct, clear, and completely legible on all parts.
 - (5) Have the customer verify that the imprinted amount is correct.
 - (6) Collect payment for the face amount of the money order and the fee for issuance. Give the customer's receipt and the "Authorization" portions of the form set to the customer.
 - (7) Remind the customer to complete the "Purchaser and Payee" information on the "Authorization" and on the back of the receipt portions. Remind the customer that the "Authorization" portion must be mailed by the customer to the International Money Order Section, St. Louis ASC, and remind the customer that the "Authorization" is not a money order and must not be mailed to the payee. The International Money Order Section's address is given on the "Authorization" portion. The customer is to keep the receipt.

- (8) Place the voucher (bottom part of the form set) in the proper receptacle for end-of-the-day reporting. Maintain voucher copies of form sets in numerical sequence (first 10 digits) and keep such voucher copies separate from voucher copies of domestic money orders.
- (9) Do not collect postage for the transmission of the money order to the country of payment.
- (10) Enclosures are not permitted.

371.5 **Procedures for Cashing Money Orders Issued by Foreign Countries**

371.51 **Valid Postal Money Orders**

Valid postal money orders issued by countries listed in 371.2 will be paid in accordance with the procedures for cashing domestic money orders (see DMM S020.2.0). However, no international money order will be paid after the expiration of the validity date on the money order.

371.52 **Canadian Money Orders**

Canadian money orders may be paid only if they are addressed to a payee within the United States and the amount is imprinted in United States currency.

371.53 **Japanese Money Orders**

Valid postal money orders issued by Japan on their MP1 are cashed in accordance with DMM S020.2.0. Money orders must not be paid after the expiration of the validity date indicated on the money order. The amount to be paid is shown in U.S. dollars and must not have been altered.

371.6 **Lost Reissued Money Orders**

Report the facts concerning lost reissued money orders (e.g., an international money order sent to the United States by a foreign country and reissued on a domestic form to the payee in the United States) to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 14964
ST LOUIS MO 63182-9421

371.7 **Inquiries**

371.71 **Who May Receive Information**

Postal employees must not disclose information concerning money order transactions to any person except the purchaser, the payee, the endorsee, or a duly authorized agent of one of these. Compliance with all other requests may be authorized by the Office of Accounting, USPS Headquarters, Washington, DC 20260-5240, only when the request concerns a specific

money order or a specific party to a money order transaction, and is accompanied by a valid court order.

371.72 **Inquiries Regarding Payment**

371.721 **Money Orders Issued Pursuant to an Authorization to Issue an International Money Order Form Set**

To file an inquiry regarding a money order issued in the United States, send PS Form 6684, *Inquiry Concerning International Money Order Issued in the United States*, to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 14964
ST LOUIS MO 63182-9421

Inquiries should not be made before 30 days after the issue date of the money order. The charge for the inquiry is \$2.75, which must be accounted for by affixing and canceling postage stamps on Form 6684.

371.722 **Money Orders Issued on International Postal Money Order Form (MP1)**

Use PS Form 6401, *Money Order Inquiry* (postal card), in accordance with DMM SO20.2.14 when filing inquiries or requests for replacement of international postal money order form (MP1). Only the purchaser may file and receive payment. Replacement will not be made before 6 months after the date of issuance.

371.8 **Refunds**

The amount of an international money order will not be refunded to the purchaser unless the country of payment has, as the result of an inquiry, given notice that the money order has not been paid and will not be paid. The customer must complete PS Form 6684, using the information on the customer's receipt, and must indicate on the form that repayment is requested. The clerk must check to see that the form has been properly completed and send it to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 14964
ST LOUIS MO 63182-9421

372 **International Reply Coupons**

372.1 **Description**

- a. The sender of a letter may prepay a reply by purchasing reply coupons, which are sold and exchangeable for postage stamps at post offices in member countries of the Universal Postal Union. The period of exchange of international reply coupons issued by the Universal Postal Union on or after January 1, 1975, is unlimited.

- b. International reply coupons (in French, *Coupons-Reponse Internationaux*) are printed in blue ink on paper that has the letters “UPU” in large characters in the watermark. The front of each coupon is printed in French. The reverse side of the coupon shows the text relating to its use in German, English, Arabic, Chinese, Spanish, and Russian.
- c. Coupons sold in the United States have the selling price printed on them, while coupons in other countries may not.

372.2 Availability

Reply coupons may be requisitioned by post offices in the same manner as postage stamps. The coupons should be stocked at post offices that have a demand for them.

372.3 Selling Price and Rate of Exchange

- a. The selling price of a reply coupon in the United States is \$1.75. One coupon is exchangeable in any other member country for a stamp or stamps representing the minimum postage on an unregistered air letter. Unused U.S. coupons (that is, those with the U.S. selling price stamped on them) may be exchanged only for United States postage stamps by the original purchaser at a discount of 1 cent below the purchase price.
- b. International reply coupons purchased in foreign countries are exchangeable at U.S. post offices toward the purchase of postage stamps, postage meter stamps, postage validation imprinter (PVI) labels, and embossed stamped envelopes (including aerogrammes) at the rate of \$0.80 per coupon, irrespective of the country where they were purchased.

372.4 Processing Requests

- a. When an international reply coupon is sold, the USPS clerk must place a postmark in the block which is headed *control stamp of the country of origin*.
- b. Under Universal Postal Union’s regulations, member countries are *not* required to place a control stamp or postmark on the international reply coupons that they sell. Therefore, some foreign issue reply coupons, which are tendered for redemption, may bear the name of the issuing country (generally in French), rather than the optional control stamp or postmark. Such coupons are exchangeable for U.S. postage, as specified in 372.3b.
- c. A post office redeeming an unused U.S. coupon must postmark it in the unpostmarked circle. A post office exchanging a foreign reply coupon must postmark it in the right circle. Post offices must not accept foreign coupons that already bear a USPS postmark.
- d. Reply coupons issued by foreign countries prior to January 1, 1975, are no longer redeemable at U.S. post offices. These old-style coupons are distinguishable from the newer coupons printed by the International Bureau of the Universal Postal Union because the name of the country

of origin is always present on the old-style coupons. Customers processing pre-1975 coupons of foreign origin should be advised to return them to their correspondents in the country of issue for replacement or redemption through the selling post office.

- e. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption *Cupon Respuesta America-Espanol*. Customers possessing any of these coupons should return them to their correspondents in the country of issue for redemption through the selling post office.
- f. Postmasters must process exchanged foreign and redeemed U.S. coupons as prescribed in 426.9 International Reply Coupons (IRCs) Handbook F-1, *Post Office Accounting Procedures*.

373 International Business Reply Service

373.1 Description

International Business Reply Service (IBRS) is similar to domestic business reply mail service. It allows envelopes and cards to be distributed to and deposited in certain foreign countries for return to the addressee in the United States without prepayment of postage. Postage and service fees are collected from the U.S. addressee at delivery. Special services cannot be used with IBRS.

373.2 Availability

International Business Reply Service (IBRS) is available to every country and territorial possession in the world that is a destination point for U.S.-originating international mail. To be admissible in the international mails, IBRS envelopes and cards must conform to the size, weight, and format requirements that are specified in 373.5 and 373.6, respectively. Qualifying mailpieces receive airmail treatment upon being returned by the foreign postal administrations to United States addressees. See 373.4 for the standard IBRS fees that apply to each envelope or card that is returned to the holder of a business reply mail (BRM) permit.

Note: Domestic business reply items are not mailable outside the United States. If deposited in a foreign postal system, they will be treated in accordance with that country's internal postal regulations and may not be returned to the U.S. addressee.

373.3 Who May Distribute IBRS Mail

In order to initiate IBRS mail, the U.S. sender must be a business reply mail (BRM) permit holder who has paid the prescribed accounting fee to participate in the Qualified Business Reply Mail (QBRM) program (see DMM R900.2.0). Prior to producing IBRS mail, the mailers must advise the postmaster of the post office where their permit is held, in writing, that they intend to distribute IBRS mail. IBRS mail must meet all specifications of QBRM including using unique ZIP+4 codes, identification of the rate category,

and using the corresponding barcode. The postmaster must assign the unique ZIP+4 codes as part of the application process. Participating mailers are encouraged to submit preproduction samples for approval. The postmaster responsible will issue a letter of authorization to the mailer.

373.4 **Fees**

The fees for IBRS are as follows:

- a. Envelopes up to 2 ounces: \$1.20.
- b. Cards: \$0.80.

Note: The fee for each returned IBRS envelope and card includes the per piece charge that is applied to domestic business reply and subject to QBRM accounting procedures. It is not necessary for the sender to obtain a separate international business reply permit to have IBRS items processed through their advance deposit account.

373.5 **Size and Weight Requirements**

373.51 **Cards**

The following size and weight requirements apply to cards:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 4-1/4 by 6 inches.
- c. Thickness: Not less than .007 inch nor more than .016 inch.

Note: IBRS cards must be printed on paper stock meeting a standard industry basis weight of 75 pounds, with none less than 71.25 pounds, for 500 sheets measuring 25 inches by 38 inches, and must also have a thickness of at least .007 inch and not more than .016 inch. The paper must be free from groundwood except when coated with a substance that adds to the paper's ability to resist an applied bending force.

373.52 **Envelopes**

The following size and weight requirements apply to envelopes:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 4-3/4 by 9-1/4 inches.
- c. Thickness: Not less than .007 inch nor more than .20 inch.
- d. Maximum weight: 2 ounces.

373.6 **Format Requirements ([Exhibit 373.6](#))**

373.61 **FIM**

Each International Business Reply Service (IBRS/CCRI) item must contain a Facing Identification Mark (FIM) pattern C, printed at the top right portion of the address side of the item. The top of the FIM C bar pattern must be within 1/8 of an inch of the edge of the item and may extend to the edge. The right-most bar of the pattern must be within 2 inches (plus or minus 1/8 of an inch) of the right edge of the item. The FIM bars must be 5/8 (plus or minus

1/8) of an inch long. The entire FIM pattern must be completely contained within a rectangular clear zone measuring 1-1/4 inches in length and 5/8 of an inch in height; with its top edge formed by the top edge of the item and its right edge beginning 1-3/4 inches from the right edge of the item.

373.62 **Barcodes**

ZIP+4 Postnet Barcodes preassigned by the U.S. Postal Service must be printed on the address side of each International Business Reply Service (IBRS/CCRI) item within the “barcode read area,” which must be free of any printing other than the barcode. The read area extends 5/8 of an inch from the bottom and at least 4-1/2 inches from the right edge of the item. The bottom of the bars must be positioned 1/4 inch (plus or minus 1/16 of an inch) from the bottom edge of the item, and the barcode must be completely contained within the read area.

373.63 **No Postage Necessary Endorsement**

The endorsement “NE PAS AFFRANCHIR, NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES” must be printed in the upper right corner of the face of the piece with a partial diagonal bar. The endorsement must not extend farther than 1-3/4 inches from the right edge of the mailpiece.

373.64 **Business Reply Legend**

The legend “INTERNATIONAL BUSINESS REPLY MAIL/REPONSE PAYEE” must appear above the address in capital letters at least 3/16 of an inch high. Immediately below the legend the words “PERMIT NO.,” followed by the permit number and the issuing post office (city and state), must be shown in capital letters. This information must appear between two horizontal bars at least 3/32 of an inch thick and at least 1/2 inch apart. The endorsement “POSTAGE WILL BE PAID BY ADDRESSEE” must appear immediately below the lower bar.

373.65 **Address**

The complete address must appear, including the name of the permit holder, street address (and/or post office box number), city, state, and unique ZIP+4 code that is preassigned and the country of destination (United States of America) with the bottom line of the address no lower than 5/8 of an inch and the city, state, and ZIP+4 code line no higher than 2-1/4 inches from the bottom edge of the mailpiece. A clear margin void of any extraneous matter (except for the horizontal bars specified below) of at least 1 inch is required between the left and right edges of the mailpiece and the address.

373.66 **Air Mail Endorsement**

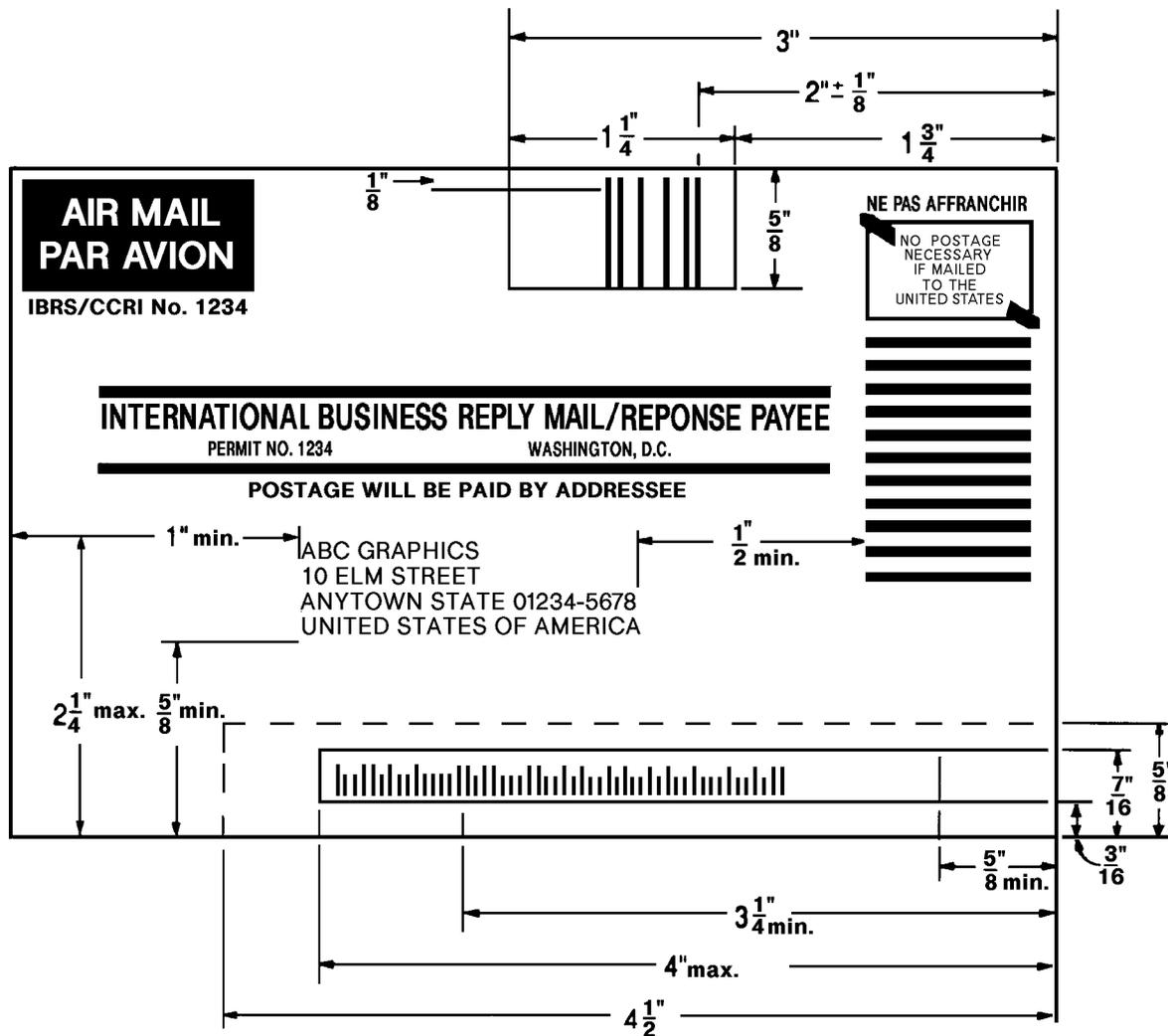
The endorsement “AIR MAIL/PAR AVION” must be shown in the upper left corner on reverse print. Immediately beneath this endorsement must appear the words “IBRS/CCRI NO.” followed by the permit number.

373.67 **Horizontal Bars**

A series of horizontal bars parallel to the length of the mailpiece must be printed immediately below the endorsement “NO POSTAGE NECESSARY IF

MAILED TO THE UNITED STATES." The bars must be uniform in length, at least 1 inch long, and 1/16 of an inch to 3/16 of an inch thick and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line, which is the line above the line containing the ZIP+4 code. There must be at least 1/2 of an inch clearance between the ZIP+4 code and the bars.

Exhibit 373.6
Format Requirements — US IBRS



Drawing not to scale

373.7 Foreign International Business Reply Service

Mailers in the countries listed in 373.2 may be authorized to distribute IBRS mail in the United States. These items, similar to the format in [Exhibit 373.7](#), are accepted without the prepayment of postage for return by air to the destination country. These items are forwarded, with ordinary letters and cards, to the designated international air exchange office for return to the appropriate country.

Exhibit 373.7

Format Requirements — Foreign IBRS

<p>By air mail <i>Par avion</i></p>	<p>NE PAS AFFRANCHIR</p>  <p>NO STAMP REQUIRED</p>
<p>IBRS NUMBER: CCRI NUMERO: PHQ-B/15/SW</p>	
<p>REPOSE PAYEE GRANDE-BRETAGNE</p>	
<p>ROYAL MAIL INTERNATIONAL 52 GROSVENOR GARDENS LONDON GREAT BRITAIN SW1W 0YA</p>	